

26 APR 1962

MEMORANDUM FOR: Chief, Technical Accounting Staff

SUBJECT : HN [REDACTED]

1. The following is an excerpt from the weekly report of the Fiscal Division:

"a. HN [REDACTED] provides flat rate reimbursement for the use of privately owned vehicles within permanent post of duty. Although the notice states that reimbursement is to be claimed on Standard Form 1164, it does not specify the processing of the form. An increasing number of persons are submitting claims to the Travel Branch where they, the claims, are processed in the same manner as other travel vouchers, ending with a check being mailed to the claimant."

"The Office of Logistics, one of the major users of travel under HN [REDACTED] discussed the record keeping and paper processing problem with us and, as a result, is requesting a petty cash fund to handle these cases. Other offices, including some parts of the Comptroller's Office, are utilizing the petty cash approach. It is recommended that HN [REDACTED] be amended to direct the use of petty cash in all possible cases in order to reduce the paper workload and the expense of issuing checks, many of which are for \$2.00 and \$3.00."

2. In view of the relatively small amounts being claimed in the above cited instances it is requested that steps be taken to amend HN [REDACTED] as proposed.

[REDACTED]
Assistant Comptroller

COMPT:CNM:vhj

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